

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**JUNE 26-27, 2003**

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**INSTITUTION/AGENCY AGENDA**  
**BOISE STATE UNIVERSITY**

**SUBJECT**

A request by Boise State University for new positions and changes in positions.

**BACKGROUND**

Items submitted for review and approval according to Board Policy Section II. B.3.

**DISCUSSION**

Boise State University is requesting approval for six new positions (6.0 FTE) supported by appropriated funds and local funds, and approval for increases to terms of employment from 8 and 11 months to 12 months for 15 positions.

The additions and changes are the result of an examination of needs for the coming fiscal year.

**IMPACT**

Once approved, the positions can be processed on the State Employee Information System.

**STAFF COMMENTS**

The request has been reviewed and is consistent with Board policy.

**BOARD ACTION**

A motion to approve the request by Boise State University for six (6) new positions and increases to terms of appointment from 8 and 11 months to 12 months to 15 positions as detailed in its Human Resources agenda.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**INSTITUTION/AGENCY AGENDA  
BOISE STATE UNIVERSITY (cont.)**

**NEW POSITION  
OTHER**

Position Title:	Associate/Assistant Athletic Trainer (2 positions)
Type of Position:	Professional Staff
FTE:	2.0
Term of Appointment:	12 month
Effective Date:	June 22, 2003
Salary Range:	\$33,000 - \$36,000
Funding Source:	Local Funds
Area/Department of Assignment:	Intercollegiate Athletics
Description of Duties and Responsibilities:	Trainer for athletes.
Justification for the Position:	Replacement of temporary staff hired by Health South to provide athletic training. Health South will no longer provide this service.

Position Title:	Assistant Sports Director
Type of Position:	Professional Staff
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	June 22, 2003
Salary Range:	\$35,818
Funding Source:	Local Funds
Area/Department of Assignment:	Intercollegiate Athletics
Description of Duties and Responsibilities:	Coordinate information needs for media for sports.
Justification for the Position:	With the implementation of Women's Skiing as an intercollegiate athletic sport, there is a need for a new position for media support.

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**INSTITUTION/AGENCY AGENDA  
BOISE STATE UNIVERSITY (cont.)**

Position Title:	Assistant Strength Coach
Type of Position:	Professional Staff
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	June 22, 2003
Salary Range:	\$20,000
Funding Source:	Local Funds
Area/Department of Assignment:	Intercollegiate Athletics
Description of Duties and Responsibilities:	Assisting the strength coach with preparation of athletes for competition.
Justification for the Position:	With the implementation of Women's Skiing as an intercollegiate athletic sport, there is a need for additional assistance with strengths training. Was previously a half-time temp position.
Position Title:	Technical Records Specialist
Type of Position:	Classified Staff
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	June 22, 2003
Salary Range:	\$21,445
Funding Source:	Local Funds
Area/Department of Assignment:	Health and Wellness Center
Description of Duties and Responsibilities:	Provides clerical assistance to the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding office hours open and expanding services for students requiring the addition of this new position.

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**INSTITUTION/AGENCY AGENDA  
BOISE STATE UNIVERSITY (cont.)**

Position Title:	Administrative Assistant I
Type of Position:	Classified Staff
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	June 22, 2003
Salary Range:	\$21,445
Funding Source:	Appropriated Funds
Area/Department of Assignment:	College of Education
Description of Duties and Responsibilities:	Provides administrative support required by the Comprehensive Literacy Initiative and America Reads programs.
Justification for the Position:	These programs have been provided administrative support by a part-time temporary Office Specialist. Through the use of salary savings, this position now can be created on a permanent basis.

**CHANGES IN POSITIONS (FTE CHANGES)  
OTHER**

Position Title:	Medical Assistant, Registered (4 positions)
Type of Position:	Classified Staff
FTE:	4.0
Term of Appointment:	from 11 to 12 month
Effective Date:	June 22, 2003
Salary Range:	\$1,784-1,813
Funding Source:	Local
Area/Department of Assignment:	Health, Wellness and Counseling Services
Description of Duties and Responsibilities:	Provide services to students in the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding their hours open and expanding services for students requiring the addition of this new position

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**INSTITUTION/AGENCY AGENDA**  
**BOISE STATE UNIVERSITY (cont.)**

Position Title:	Customer Service Rep (2 positions)
Type of Position:	Classified Staff
FTE:	2.0
Term of Appointment:	from 11 to 12 month
Effective Date:	June 22, 2003
Salary Range:	\$1,587
Funding Source:	Local
Area/Department of Assignment:	Health, Wellness and Counseling Services
Description of Duties and Responsibilities:	Provide services to students in the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding their hours open and expanding services for students requiring the change of these positions to 12 months.
Position Title:	Administrative Assistant 2
Type of Position:	Classified Staff
FTE:	1.0
Term of Appointment:	from 11 to 12 month
Effective Date:	June 22, 2003
Salary Range:	\$1,113
Funding Source:	Local
Area/Department of Assignment:	Health, Wellness and Counseling Services
Description of Duties and Responsibilities:	Provide services to students in the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding their hours open and expanding services for students requiring the change of this position to 12 months.
Position Title:	Medical Doctor
Type of Position:	Professional Staff
FTE:	from .5 to 1.0 FTE
Term of Appointment:	from 8 to 12 month
Effective Date:	June 22, 2003
Salary Range:	\$104,533
Funding Source:	Local
Area/Department of Assignment:	Health, Wellness and Counseling Services
Description of Duties and Responsibilities:	Provide services to students in the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding their hours open and expanding services for students requiring the change of this position to full time, 12 months.

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**INSTITUTION/AGENCY AGENDA  
BOISE STATE UNIVERSITY (cont.)**

Position Title:	Nurse Practitioner (2 positions)
Type of Position:	Professional Staff
FTE:	2.0
Term of Appointment:	from 11 to 12 month
Effective Date:	June 22, 2003
Salary Range:	\$5,243 – 5,651
Funding Source:	Local
Area/Department of Assignment:	Health, Wellness and Counseling Services
Description of Duties and Responsibilities:	Provide services to students in the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding their hours open and expanding services for students requiring the change of these positions to 12 months.
Position Title:	Physician's Assistant (2 positions)
Type of Position:	Professional Staff
FTE:	2.0
Term of Appointment:	from 11 to 12 month
Effective Date:	June 22, 2003
Salary Range:	\$5,819 - 6164
Funding Source:	Local
Area/Department of Assignment:	Health, Wellness and Counseling Services
Description of Duties and Responsibilities:	Provide services to students in the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding their hours open and expanding services for students requiring the change of these positions to 12 months.
Position Title:	Registered Nurse (2 positions)
Type of Position:	Professional Staff
FTE:	2.0
Term of Appointment:	from 11 to 12 month
Effective Date:	June 22, 2003
Salary Range:	\$3,501 - 4,247
Funding Source:	Local
Area/Department of Assignment:	Health, Wellness and Counseling Services
Description of Duties and Responsibilities:	Provide services to students in the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding their hours open and expanding services for students requiring the change of these positions to 12 month.

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**INSTITUTION/AGENCY AGENDA  
BOISE STATE UNIVERSITY (cont.)**

Position Title:	Student Insurance Representation/Billing Manager
Type of Position:	Professional Staff
FTE:	1.0
Term of Appointment:	from 11 to 12 month
Effective Date:	June 22, 2003
Salary Range:	\$3,797
Funding Source:	Local
Area/Department of Assignment:	Health, Wellness and Counseling Services
Description of Duties and Responsibilities:	Provide services to students in the Health and Wellness Center.
Justification for the Position:	The Health and Wellness Center is expanding their hours open and expanding services for students requiring the change of this position to 12 month.

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**INSTITUTION/AGENCY AGENDA**  
**IDAHO STATE UNIVERSITY**

**SUBJECT**

A request by Idaho State University for new positions, deletion of positions, changes in positions, and an addendum to an athletic employment agreement.

**BACKGROUND**

Items submitted for review and approval according to Board Policy Section II. B.3.

**DISCUSSION**

Idaho State University is requesting approval for 23 new positions (21.1 FTE) supported by appropriated funds, local funds, and grant funds, approval for deletion of three positions (2.01 FTE), and approval to increase FTE from .50 and .51 to 1.0 for 3 positions. In addition, approval is requested for an addendum to the employment agreement with Doug Oliver, Men's Basketball Head Coach.

The additions and changes are the result of an examination of needs for the coming fiscal year.

The addendum to Doug Oliver's employment agreement extends the agreement for one additional year to May 6, 2006; changes the retention rate incentive from \$2,000 to "an amount equal to two weeks" annual salary (\$3,643.20 at current salary); designates a time for payment of the supplemental salary to "within 30 days of the end of each academic year;" and, adjusts the dates under the liquated damages article to correspond to the extended agreement date.

**IMPACT**

Once approved, the positions can be processed on the State Employee Information System.

**STAFF COMMENTS**

The request has been reviewed and is consistent with Board policy.

**BOARD ACTION**

A motion to approve the request by Idaho State University for 23 new positions (21.1 FTE), deletion of three positions (2.01 FTE), increases to FTE for three positions, and an addendum to the employment agreement with Doug Oliver, Men's Basketball Head Coach as detailed in its Human Resources agenda.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

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**INSTITUTION/AGENCY AGENDA  
IDAHO STATE UNIVERSITY (cont.)**

**NEW POSITIONS  
ACADEMIC/INSTRUCTIONAL**

Position Title: Professor  
Type of Position: Faculty  
FTE: 1.0  
Term of Appointment: 10 month  
Effective Date: August 18, 2003  
Salary Range: \$65,832.00  
Funding Source: State Funds  
Area/Department of Assignment: Anthropology and Museum  
Duties and Responsibilities: Teach classes in Anthropology and serve one month as curator in the Museum.  
Justification for the Position: To provide additional faculty support for anthropology.

Position Title: Assistant Professor  
Type of Position: Faculty  
FTE: 1.0  
Term of Appointment: 9 month  
Effective Date: August 18, 2003  
Salary Range: \$42,000.00  
Funding Source: State Funds  
Area/Department of Assignment: Department of Counseling  
Duties and Responsibilities: Teach courses and perform normal faculty duties for the ISU Counseling Program in Boise.  
Justification for the Position: To provide additional faculty support to allow for the expansion of the Master of Counseling Program in Boise.

Position Title: Clinical Instructor (2 positions)  
Type of Position: Faculty  
FTE: 2.0  
Term of Appointment: 9 month  
Effective Date: August 18, 2003  
Salary Range: \$28,017.60  
Funding Source: State Funds  
Area/Department of Assignment: Communication Sciences & Disorders/Education of the Deaf  
Duties and Responsibilities: Teach courses in Sign Language Studies and Educational Interpreter programs; advise students; provide clinical education in educational interpreting.  
Justification for the Position: To provide additional support for increased program enrollment.

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**INSTITUTION/AGENCYAGENDA  
IDAHO STATE UNIVERSITY (cont.)**

Position Title: Clinical Assistant Professor  
Type of Position: Faculty  
FTE: .50  
Term of Appointment: 9 month  
Effective Date: August 18, 2003  
Salary Range: \$20,009.00  
Funding Source: State Funds  
Area/Department of Assignment: Communication Sci./Disorders & Education of the Deaf  
Duties and Responsibilities: Responsible for clinical supervision and teaching of students.  
Justification for the Position: To provide additional support due to increased enrollment in the Boise programs.

Position Title: Clinical Assistant Professor  
Type of Position: Faculty  
FTE: 1.0  
Term of Appointment: 9 month  
Effective Date: August 18, 2003  
Salary Range: \$44,000.00  
Funding Source: Local Funds  
Area/Department of Assignment: Physical Therapy  
Duties and Responsibilities: Teach pediatric management and neurological systems management; supervise graduate students; develop research line with interests; engage in active professional and community service.  
Justification for the Position: To provide support required for compliance with accreditation standards.

Position Title: Clinical Assistant Professor  
Type of Position: Faculty  
FTE: 1.0  
Term of Appointment: 12 month  
Effective Date: July 1, 2003  
Salary Range: \$68,016.00  
Funding Source: Grant Funds (60%) and Local Funds (40%)  
Area/Department of Assignment: Family Medicine and Pharmacy  
Duties and Responsibilities: Recruit and manage clinical care of patients for long-term diabetes study; coordinate drug therapeutics courses for Physician Assistant Program; teach case studies and clerkship students for Pharmacy Program.  
Justification for the Position: To provide faculty support for the NIH funded Diabetes Study.

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**INSTITUTION/AGENCYAGENDA  
IDAHO STATE UNIVERSITY (cont.)**

Position Title: Assistant Professor/Service Learning Coordinator  
Type of Position: Faculty  
FTE: .50  
Term of Appointment: 12 month  
Effective Date: June 22, 2003  
Salary Range: \$30,000.00  
Funding Source: Grant Funds  
Area/Department of Assignment: Physician Assistant Program  
Duties and Responsibilities: Participate with faculty in the cultural diversity component of the grant, including identifying cultural diverse groups in Southeastern Idaho willing to participate; generate articulation agreements; serve as liaison for service learning events; order supplies and equipment.  
Justification for the Position: To provide support required for facilitation of the grant.

Position Title: Assistant Professor of Technical Theatre  
Type of Position: Faculty  
FTE: 1.0  
Term of Appointment: 9 month  
Effective Date: August 18, 2003  
Salary Range: \$39,000.00  
Funding Source: State Funds  
Area/Department of Assignment: Communication & Theatre  
Duties and Responsibilities: Production management, supervise builds of 4-6 productions annually; teach two classes per semester; supervise daily work calls; oversee production budgets; coordinate multiple outside events, manage use of facilities.  
Justification for the Position: To provide additional technical support for the operation and maintenance of the new Performing Arts Center.

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**INSTITUTION/AGENCYAGENDA  
IDAHO STATE UNIVERSITY (cont.)**

Position Title: Assistant Professor  
Type of Position: Faculty  
FTE: 1.0  
Term of Appointment: 12 month  
Effective Date: June 22, 2003  
Salary Range: \$55,000.00  
Funding Source: Local Funds  
Area/Department of Assignment: Physician Assistant Program  
Duties and Responsibilities: Teach classes; conduct site visits; advise students; serve on departmental and University committees.  
Justification for the Position: To provide additional support for the Masters program and increased enrollment.

Position Title: Assistant Professor  
Type of Position: Faculty  
FTE: .50  
Term of Appointment: 12 month  
Effective Date: June 22, 2003  
Salary Range: \$26,500.00  
Funding Source: Local Funds  
Area/Department of Assignment: Physician Assistant Program  
Duties and Responsibilities: Teach classes; conduct site visits; and other duties as assigned.  
Justification for the Position: To provide additional support for the Masters program and increased enrollment.

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**INSTITUTION/AGENCY AGENDA  
IDAHO STATE UNIVERSITY (cont.)**

**OTHER**

Position Title: INRA Chief of Staff (Inland Northwest Research Alliance)  
Type of Position: Non-Classified  
FTE: 1.00  
Term of Appointment: 12 month  
Effective Date: June 22, 2003  
Salary Range: \$126,027.20  
Funding Source: Funded by INRA  
Area/Department of Assignment: College of Engineering  
Duties and Responsibilities: Serve as principal agent for the Executive Director, under the exclusive supervision, direction and control of INRA and its Executive Director; act as liaison between the Executive Director and member universities, the Department of Energy and the INEEL; interacts with all levels of INRA's and INEEL's institutional workforce.  
  
Justification for the Position: To provide support for the Executive Director of INRA, management partner for the INEEL contract from the U.S. Department of Energy.

Position Title: Director of Pharmacy Clinical Services  
Type of Position: Non-Classified  
FTE: 1.0  
Term of Appointment: 12 month  
Effective Date: June 22, 2003  
Salary Range: \$70,012.80  
Funding Source: Local Funds(60%)/State Funds(20%)/Grant Funds(20%)  
Area/Department of Assignment: Family Medicine and Pharmacy  
Duties and Responsibilities: Organize oversight, quality control, protocol and procedure, and clinical teaching in the seven pharmacotherapeutic service branches in the Division of Pharmacy Clinical Services.  
  
Justification for the Position: To provide the support needed for the administration of the service branches in the Division of Pharmacy Clinical Services.

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**INSTITUTION/AGENCY AGENDA  
IDAHO STATE UNIVERSITY (cont.)**

Position Title: Senior Engineer  
Type of Position: Non-Classified  
FTE: 1.0  
Term of Appointment: 12 month  
Effective Date: June 22, 2003  
Salary Range: \$60,000.00  
Funding Source: Grant Funds  
Area/Department of Assignment: Idaho Accelerator Center  
Duties and Responsibilities: Plan, coordinate, and supervise engineering activities among the various IAC facilities; supervise other engineers and staff.  
Justification for the Position: To provide administrative support to direct and coordinate the engineering and student support staff.

Position Title: Bioinformatics Programmer & System Administrator  
Type of Position: Non-Classified  
FTE: 1.0  
Term of Appointment: 12 month  
Effective Date: June 22, 2003  
Salary Range: \$36,000.00  
Funding Source: Grant Funds  
Area/Department of Assignment: Biological Sciences  
Duties and Responsibilities: Administrative and support functions for the ISU Bioinformatics Platform; maintain bioinformatics tools; act as liaison to UI Bioinformatics Core; train on bioinformatics tools.  
Justification for the Position: To provide administrative support required for the operation of the ISU Bioinformatics Center, which is part of the Idaho Biomedical Research Infrastructure Network Program funded by NIH.

Position Title: Physician Assistant  
Type of Position: Non-Classified  
FTE: .60  
Term of Appointment: 12 month  
Effective Date: June 22, 2003  
Salary Range: \$35,568.00  
Funding Source: Local Funds  
Area/Department of Assignment: Student Health Center  
Duties and Responsibilities: Provide primary health care to students and spouses in the Student Health Clinic.  
Justification for the Position: To provide an additional part-time physician for support during the clinic's busiest hours.

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
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**INSTITUTION/AGENCY AGENDA  
IDAHO STATE UNIVERSITY (cont.)**

Position Title: Head Golf Coach  
Type of Position: Non-Classified  
FTE: 1.0  
Term of Appointment: 12 month  
Effective Date: August 18, 2003  
Salary Range: \$18,895.50  
Funding Source: State Funds  
Area/Department of Assignment: Intercollegiate Athletics  
Duties and Responsibilities: Coordinate and manage intercollegiate golf program for both men's and women's teams.  
Justification for the Position: To provide a full-time coach for men's and women's golf. The duties of this position have been previously performed by a temporary part-time employee.

Position Title: Assistant Coach & Coordinator/Strength & Conditioning  
Type of Position: Non-Classified  
FTE: 1.0  
Term of Appointment: 10 month  
Effective Date: June 22, 2003  
Salary Range: \$26,928.00  
Funding Source: State Funds (50%) and Local Funds (50%)  
Area/Department of Assignment: Intercollegiate Athletics and Campus Recreation  
Duties and Responsibilities: Work with Campus Recreation and Athletic Department in strength and conditioning programs, including weight room facility management.  
Justification for the Position: To provide additional support for the increased emphasis on strength and conditioning programs as well as liability concerns with weight room facility management.

Position Title: Infant/Toddler Teacher (2 positions)  
Type of Position: Non-Classified  
FTE: 2.0  
Term of Appointment: 9 month  
Effective Date: August 18, 2003  
Salary Range: \$21,500.00  
Funding Source: Grant Funds  
Area/Department of Assignment: College of Education  
Duties and Responsibilities: Develop and facilitate opportunities to develop healthy social, emotional, physical and intellectual abilities; mentor ISU students and interns assigned to practicum experience.  
Justification for the Position: To provide support required to establish a full-time infant practicum site for early childhood students.

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
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**INSTITUTION/AGENCYAGENDA  
IDAHO STATE UNIVERSITY (cont.)**

Position Title: Video Instruction Manager  
Type of Position: Classified  
FTE: 1.0  
Term of Appointment: 12 month  
Effective Date: July 1, 2003  
Salary Range: \$29,244.80  
Funding Source: Local Funds  
Area/Department of Assignment: Pharmacy Practice and Administrative Sciences  
Duties and Responsibilities: Coordinate distance learning operations for the College of Pharmacy, providing technical expertise for creating DVD course lectures, web-based instructional and testing methods, and student support services.  
Justification for the Position: To provide support for the distance learning within the College.

Position Title: Financial Technician  
Type of Position: Classified  
FTE: 1.0  
Term of Appointment: 12 month  
Effective Date: July 1, 2003  
Salary Range: \$23,982.00  
Funding Source: Local Funds  
Area/Department of Assignment: Institute of Rural Health  
Duties and Responsibilities: Prepare spreadsheets, budgets, and reconcile department budget accounts under the supervision of the financial specialist.  
Justification for the Position: To provide additional clerical support due to increased workload.

Position Title: Office Specialist 2  
Type of Position: Classified  
FTE: 1.0  
Term of Appointment: 10 month  
Effective Date: July 15, 2003  
Salary Range: \$16,139.20  
Funding Source: Local Funds  
Area/Department of Assignment: Holt Arena  
Duties and Responsibilities: Data entry of season and individual ticket holders; clerical applications; process phone and mail orders; set tickets for various events.  
Justification for the Position: To provide clerical support due to the addition of the new ticketing system. The duties of this position have been previously filled by a temporary employee.

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**INSTITUTION/AGENCYAGENDA  
IDAHO STATE UNIVERSITY (cont.)**

**DELETED POSITIONS  
ACADEMIC/INSTRUCTIONAL**

Position Title:	Instructor
PCN:	2232
Type of Position:	Faculty
FTE:	.51
Term of Appointment:	9 month
Effective Date:	May 19, 2003
Salary Range:	\$23,655.84
Funding Source:	State Funds
Area/Department of Assignment:	Center for Teaching and Learning

**OTHER**

Position Title:	Assistant Director
PCN:	8048
Type of Position:	Non-Classified
FTE:	1.0
Term of Appointment:	12 month
Effective Date:	June 22, 2003
Salary Range:	\$41,017.60
Funding Source:	Local Funds
Area/Department of Assignment:	Pond Student Union

Position Title:	Office Specialist 2
PCN:	3098
Type of Position:	Classified
FTE:	.50
Term of Appointment:	12 month
Effective Date:	July 1, 2003
Salary Range:	\$12,573.60
Funding Source:	State Funds
Area/Department of Assignment:	College of Health Professions

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**INSTITUTION/AGENCYAGENDA  
IDAHO STATE UNIVERSITY (cont.)**

**CHANGE IN POSITION  
ACADEMIC/INSTRUCTIONAL**

Position Title:	Instructor (PCN 3769)
Type of Position:	Faculty
FTE:	change from .51 FTE to 1.0 FTE
Term of Appointment:	11 month
Effective Date:	June 23, 2003
Salary Range:	\$41,000.00
Funding Source:	State Funds
Area/Department of Assignment:	Physical Therapist Assistant Program, Health Occupations, College of Technology
Duties and Responsibilities:	Teach classes in the Physical Therapist Assistant Program as well as handling the core Health Occupations classes.
Justification for the Position:	To provide additional faculty support to accommodate the Health Occupations core classes.

**OTHER**

Position Title:	Financial Support Technician (PCN 5133)
Type of Position:	Classified
FTE:	change from .50 FTE to 1.0 FTE
Term of Appointment:	12 month
Effective Date:	September 1, 2003
Salary Range:	\$19,073.00
Funding Source:	Local Funds
Area/Department of Assignment:	Institute of Rural Health
Duties and Responsibilities:	Assist financial specialist with spreadsheets and reconciliation of department accounts.
Justification for the Position:	To provide additional clerical support due to increased work load.

Position Title:	Office Specialist 2 (PCN 7593)
Type of Position:	Classified
FTE:	change from .50 FTE to 1.0 FTE
Term of Appointment:	12 month
Effective Date:	July 1, 2003
Salary Range:	\$20,217.60
Funding Source:	Local Funds
Area/Department of Assignment:	Physician Assistant Program

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
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**INSTITUTION/AGENCYAGENDA  
IDAHO STATE UNIVERSITY (cont.)**

Duties and Responsibilities:	Produce documents, correspondence and reports; process affiliation agreements with local and state hospitals, ensuring accuracy and compliance with rules and regulations; and data entry.
Justification for the Position:	To provide additional clerical support due to restructuring of the program.

**HEAD COACH OR ATHLETIC DIRECTOR EMPLOYMENT AGREEMENTS**

Doug Oliver – (Second Addendum to Employment Agreement – Exhibit 1)

Position Title:	Head Coach/Men's Basketball
FTE:	1.0
Term of Appointment:	12 month
Department:	Intercollegiate Athletics
Proposed Annual Salary:	\$94,723.20
Prior Annual Salary:	\$94,723.20
Amount and Percent:	\$0.00
Effective Date:	May 11, 2003 through May 6, 2006

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
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**INSTITUTION/AGENCY AGENDA  
IDAHO STATE UNIVERSITY (cont.)**

**Exhibit 1**

**SECOND ADDENDUM TO EMPLOYMENT AGREEMENT  
OF DOUG OLIVER**

This is a Second Addendum to the employment Agreement between Idaho State University (the "UNIVERSITY"), and Doug Oliver ("EMPLOYEE") said Agreement made and entered into the 9th day of May, 1999, and said Agreement approved by the State Board of Education on June 17, 1999.

The Agreement is hereby amended as follows:

1. Article 1.06 is hereby amended and shall hereafter read as follows:

Section 1.06. **TERM OF AGREEMENT.** The EMPLOYEE's employment hereunder shall continue until this Agreement terminates on May 6, 2006, and neither party shall have any right to terminate this Agreement prior to May 6, 2006, except as herein provided.

2. Article 2.06 is hereby amended and shall hereafter read as follows:

2.06. **Retention Rate Incentive Compensation.** If the basketball team's "retention rate" for each academic year of this Agreement, beginning with the 2002-2003 academic year, equals or exceeds 90%, the EMPLOYEE shall receive supplemental pay of an amount equal to two weeks of Coaches annual salary and each full-time assistant coach shall receive supplemental pay of \$1,000. "Retention rates" as defined herein will be calculated by the Athletic Director or his designee after the close of spring semester of each academic year. When calculating the "retention rate" the individuals considered shall be those scholarship basketball players on the team roster on the day of the first game of the regular season each year. To qualify for this supplemental pay, (1) at least 90% of said players must remain on the roster until the end of spring semester and the team must maintain a combined cumulative GPA of 2.5 for the fall and spring semesters of the given year at Idaho State University and meet all NCAA eligibility requirements during the same time period; (2) the basketball team must win a minimum of four games during the academic year being considered; (3) the "retention rate" will be calculated anew each year and will not be cumulative.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
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A player who graduates or leaves for a mission or similar service, or who is dismissed for non-academic reasons, subject to the review and approval by the Athletic Director, will not count against the "retention rate" for these purposes.

The determination of eligibility for supplemental compensation hereunder shall be made within 30 days of the end of each academic year. Any such supplemental compensation paid to Coach shall be accompanied with a detailed justification for the supplemental compensation based on the factors listed above and such justification shall be separately reported to the Board of Trustees as a document available to the public under the Idaho Public Records Act.

3. Article 4.02.C is hereby amended and hereafter shall read as follows:

Article 4.02.C. **Liquidated Damages.** Should EMPLOYEE terminate this Agreement or give his notice of termination prior to its expiration date of May 6, 2006, then all obligations of the UNIVERSITY immediately cease and EMPLOYEE shall pay to the UNIVERSITY as liquidated damages, not as a penalty, for his breach of this Agreement the following sum: (1) Twenty Thousand Dollars (\$20,000) if he voluntarily terminates employment on or before May 8, 2003, (2) Ten Thousand Dollars (\$10,000) if he voluntarily terminates employment on or before May 8, 2004; (3) Five Thousand Dollars (\$5,000) if he voluntarily terminates employment on or before May 8, 2005.

EMPLOYEE

UNIVERSITY

\_\_\_\_\_  
Doug Oliver

\_\_\_\_\_  
Richard L. Bowen  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
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**INSTITUTION/AGENCY AGENDA  
UNIVERSITY OF IDAHO**

**SUBJECT**

A request by University of Idaho for new positions, deleted positions, and a non-delegated appointment.

**BACKGROUND**

Items submitted for review and approval according to Board Policy Section II. B.3.

**DISCUSSION**

University of Idaho is requesting approval for two new positions (1.5 FTE) supported by appropriated funds and non-appropriated funds, approval for deletion of eight positions (7.25 FTE), and approval to appoint Judith T. Parrish as Dean of the College of Science and Michael Weiss as Dean of the College of Agricultural and Life Sciences at a salary equal to or greater than 75% of the president's base salary.

The additions and changes are the result of an examination of needs for the coming fiscal year.

**IMPACT**

Once approved, the positions can be processed on the State Employee Information System.

**STAFF COMMENTS**

The request has been reviewed and is consistent with Board policy.

**BOARD ACTION**

A motion to approve the request by University of Idaho for two new positions (1.5 FTE), deletion of eight positions (7.25 FTE), and approval to appoint Judith T. Parrish as Dean of the College of Science and Michael Weiss as Dean of the College of Agricultural and Life Sciences at a salary equal to or greater than 75% of the president's base salary as detailed in its Human Resources agenda.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_ No \_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
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**INSTITUTION/AGENCY AGENDA  
UNIVERSITY OF IDAHO (cont.)**

**NEW POSITIONS  
OTHER**

Position Title:	Administrative Assistant II
Type of Position:	Classified
FTE:	1.0
Term of Appointment:	12 months
Effective Date:	July 1, 2003
Salary Range:	\$25,001.60
Funding Source:	Appropriated and non-appropriated funds
Area/Department of Assignment:	College of Graduate Studies
Description of Duties and Responsibilities:	Responsible for providing support to the Associate Dean and to one of the new interdisciplinary Ph.D. programs
Justification for the Position:	Departmental reorganization to accommodate additional programs

Position Title:	Learning Disabilities Specialist
Type of Position:	Non-faculty Exempt
FTE:	.5
Term of Appointment:	9 months
Effective Date:	July 1, 2003
Salary Range:	\$12,708.80
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Academic Assistance Program
Description of Duties and Responsibilities:	Responsible for providing service to students with cognitive function disabilities
Justification for the Position:	Conversion of a temporary position to a permanent position based on program reorganization

**DELETED POSITIONS  
ACADEMIC**

Position Title:	Research Faculty
Type of Position:	Faculty (5040)
FTE:	1.0
Effective Date:	June 21, 2003
Salary Range:	\$46,316.00
Funding Source:	Appropriated and non-appropriated funds
Area/Department of Assignment:	University Research
Justification:	Restructuring and reorganization

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 26-27, 2003**

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**INSTITUTION/AGENCY AGENDA  
UNIVERSITY OF IDAHO (cont.)**

**OTHER**

Position Title:	Administrative Assistant I
Type of Position:	Classified (3244)
FTE:	.25
Effective Date:	April 16, 2003
Annual Salary:	\$6,125.60
Funding Source:	Appropriated funds
Area/Department of Assignment:	College of Engineering
Justification:	Restructuring and reorganization

Position Title:	Associate Manager
Type of Position:	Non-faculty Exempt (6792)
FTE:	1.0
Effective Date:	May 13, 2003
Salary Range:	\$37,856.00
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Bookstore
Justification:	Restructuring and reorganization

Position Title:	Computer Equipment Repair Technician
Type of Position:	Classified (6815)
FTE:	1.0
Effective Date:	May 14, 2003
Salary Range:	\$31,720.00
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Auxiliary Services
Justification:	Restructuring and reorganization

Position Title:	Director
Type of Position:	Non-faculty Exempt (6861)
FTE:	1.0
Effective Date:	June 21, 2003
Salary Range:	\$51,500.80
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Business Incubator
Justification:	Restructuring and reorganization

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 26-27, 2003**

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**INSTITUTION/AGENCY AGENDA  
UNIVERSITY OF IDAHO (cont.)**

Position Title:	Financial Technician
Type of Position:	Classified (8198)
FTE:	1.0
Effective Date:	April 07, 2003
Salary Range:	\$32,011.20
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Information Technology Services
Justification:	Restructuring and reorganization

Position Title:	ITS Web Developer
Type of Position:	Classified (8197)
FTE:	1.0
Effective Date:	May 14, 2003
Salary Range:	\$36,504.00
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Information Technology Services
Justification:	Restructuring and reorganization

Position Title:	Technical Records Specialist II
Type of Position:	Classified (8152)
FTE:	1.0
Effective Date:	April 07, 2003
Salary Range:	\$26,000.00
Funding Source:	Non-appropriated funds
Area/Department of Assignment:	Information Technology Services
Justification:	Restructuring and reorganization

**APPOINTMENTS – NON-DELEGATED  
SALARY EQUAL TO/GREATER THAN 75% OF CHIEF EXECUTIVE OFFICER BASE  
SALARY**

Judith T. Parrish, Dean, College of Science	
FTE:	1.0
Term of Appointment:	12 months
Effective Date:	August 29, 2003
Annual Salary:	\$145,017.60
Funding Source:	Appropriated funds
Area/Department of Assignment:	College of Science
Justification:	New appointment

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 26-27, 2003**

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**INSTITUTION/AGENCY AGENDA  
UNIVERSITY OF IDAHO (cont.)**

Michael Weiss, Dean, College of Agricultural and Life Sciences

FTE: 1.0

Term of Appointment: 12 months

Effective Date: June 22, 2003

Annual Salary: \$150,009.60

Funding Source: Appropriated funds

Area/Department of Assignment: College of Agricultural and Life Sciences

Justification: New appointment

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**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 26-27, 2003**

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**INSTITUTION/AGENCY AGENDA  
LEWIS-CLARK STATE COLLEGE**

**SUBJECT**

A request by Lewis-Clark State College for new positions, and a non-delegated appointment.

**BACKGROUND**

Items submitted for review and approval according to Board Policy Section II. B.3.

**DISCUSSION**

Lewis-Clark State College is requesting approval for four new positions (2.94 FTE) supported by appropriated funds, local funds, and grant funds and approval to appoint Anthony Fernandez as Provost/Vice President of Academic Affairs at a salary equal to or greater than 75% of the president's base salary.

The additions and changes are the result of an examination of needs for the coming fiscal year.

**IMPACT**

Once approved, the positions can be processed on the State Employee Information System.

**STAFF COMMENTS**

The request has been reviewed and is consistent with Board policy.

**BOARD ACTION**

A motion to approve the request by Lewis-Clark State College for four new positions (2.94 FTE) and approval to appoint Anthony Fernandez as Provost/Vice President of Academic Affairs at a salary equal to or greater than 75% of the president's base salary.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 26-27, 2003**

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**INSTITUTION/AGENCY AGENDA  
LEWIS-CLARK STATE COLLEGE (cont.)**

**NEW POSITIONS  
ACADEMIC**

Position Title:	Reading Instructor
Type of Position:	Non-Classified/Exempt
FTE:	.80 FTE
Term of Appointment:	12 months
Effective Date:	July 1, 2003
Salary Range:	\$24,960
Funding Source:	Grant Funds
Area/Department of Assignment:	Adult Basic Education
Duties and Responsibilities:	Instruction, basic skills assessment, curriculum development, computer instruction, intakes, orientation, maintenance of Individualized Education Plans, career related activities, and reports.
Justification for the Position:	Need for instructor in Adult Learning Center

**INSTRUCTIONAL**

Position Title:	Assistant Professor/Director Practical Nursing Program
Type of Position:	Non-Classified/Exempt
FTE:	1.0 FTE
Term of Appointment:	12 months
Effective Date:	July 1, 2003
Salary Range:	\$48,000
Funding Source:	State and local funds
Area/Department of Assignment:	Nursing and Health Sciences
Duties and Responsibilities:	Administer practical nursing education program, teach practical nursing courses, advise prospective and enrolled students, participate in college governance activities.
Justification for the Position:	New practical nursing program beginning Fall 2003.

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 26-27, 2003**

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**INSTITUTION / AGENCY AGENDA  
LEWIS-CLARK STATE COLLEGE (cont.)**

**NEW POSITIONS  
OTHER**

Position Title:	Custodian
Type of Position:	Classified
FTE:	.62 FTE
Term of Appointment:	12 months
Effective Date:	July 1, 2003
Salary Range:	\$10,998
Funding Source:	State appropriations
Area/Department of Assignment:	Physical Plant
Duties and Responsibilities:	Keep building clean and orderly for faculty, staff and students who use them daily.
Justification for the Position:	Position has been filled by Irregular Help; request is to make this a regular position.
Position Title:	Temporary Administrative Assistant I
Type of Position:	Classified
FTE:	.52 FTE
Term of Appointment:	8 months
Effective Date:	July 1, 2003
Salary Range:	\$11,259
Funding Source:	Grant from Department of Education
Area/Department of Assignment:	Indian Education Professional Development
Duties and Responsibilities:	Compile and analyze information for report preparation, prepare credit evaluation for division, schedule/coordinate meetings and conferences, manage clerical and reception duties.
Justification for the Position:	Position written in the grant.

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
JUNE 26-27, 2003**

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**INSTITUTION / AGENCY AGENDA  
LEWIS-CLARK STATE COLLEGE (cont.)**

**SALARY EQUAL TO/GREATER THAN 75% OF CHIEF EXECUTIVE OFFICER BASE  
SALARY**

Anthony Fernandez	
Position Title:	Provost/Vice President for Academic Affairs
Type of Position:	Exempt/Non-Classified
FTE:	1.0 FTE
Term of Appointment:	12 months
Effective Date:	July 1, 2003
Salary Range:	\$102,981
Funding Source:	State appropriations
Area/Department of Assignment:	Academic Affairs
Description of Duties and Responsibilities:	Responsible for establishing and maintaining academic standards and developing college-wide academic policies and procedures. Serves in the President's absence and is the direct report for the college deans.
Justification for the Position:	Replacement for previous administrator. Receives tenure for faculty position only.